

<b>RESUME SAMPLE</b>
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**NAME**

**Permanent Address**

XXXXXXXXXXXXX  
XXXXX, XX XXXXX

**Campus Address**

XXXXXXXXXXXXX  
XXXXX, XX XXXXX

**Objective:** Describe your short-range career goal and expectation.

**Education:** Enter College/University attending or planning to enter  
Enter the discipline/major  
Enter expected date of graduation

Enter High School name, city, and state  
Enter type of program  
Enter date of graduation

Key Skills and Accomplishments  
Enter any skills and accomplishments.

**Experience:** Enter Company, Name, City, State

Describe responsibilities and duties. Indicate any skills acquired in this position.

List other experiences same as above, if applicable.

**Other Activities/**

**Awards:** List any special activities or awards received.

**References:** List references here.

Note: If possible, keep your resume to one page.